

County of Los Angeles Sheriff's Department Headquarters 4700 Ramona Boulevard Monterey Park, California 91754–2169



August 19, 2014

The Honorable Board of Supervisors County of Los Angeles 383 Kenneth Hahn Hall of Administration Los Angeles, California 90012

Dear Supervisors:

APPROVAL OF HELICOPTER PATROL LAW ENFORCEMENT SERVICES AGREEMENT WITH THE CITY OF LAKEWOOD (FOURTH DISTRICT) (3 VOTES)

SUBJECT

The Los Angeles County Sheriff's Department (Department) seeks approval of a Helicopter Patrol Law Enforcement Services Agreement (Agreement) with the City of Lakewood (City). This Agreement allows the Department to provide a sworn observer for the City's law enforcement helicopter patrol.

IT IS RECOMMENDED THAT THE BOARD:

- 1. Approve and instruct the Chairman of the Board to execute the attached Agreement with the City, effective upon execution by the Board through June 30, 2019, unless sooner terminated or extended. Costs are fully reimbursed by the City.
- 2. Delegate authority to the Sheriff, as an agent for Los Angeles County (County), to execute any and all amendments to the Agreement, ensuring any negative fiscal impact to the County is avoided.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

This Agreement will allow the Department to provide uninterrupted service to the City with a sworn observer for the City-owned, piloted, and maintained helicopter for the purpose of providing supplemental air support to the cities of Lakewood and Cerritos.

The Honorable Board of Supervisors August 19, 2014 Page 2

Implementation of Strategic Plan Goals

This Agreement relates to the County's Strategic Plan, Goal 1, Operational Effectiveness/Fiscal Sustainability; and Goal 3, Integrated Service Delivery. This Agreement leverages resources from the Department and the City in order to enhance public safety service.

FISCAL IMPACT/FINANCING/LEGAL REQUIREMENTS

None. There is no net County cost resulting from this Agreement. Under the terms of the Agreement, the City shall pay the Department for the services listed in the Agreement according to the appropriate and prevailing billing rates, as determined by the County's Auditor-Controller and as indicated in the Agreement.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The Agreement is authorized under the County's Charter Section 56-3/4. The Department will provide sworn observer services for the City. The Department makes no guarantee of personnel availability for deployment when requested by the City to perform the services. The City agrees to pay the County for said services at the hourly rates established each fiscal year by the County's Auditor-Controller. Either party may terminate this Agreement with or without cause by giving 60 calendar days advance written notice to the other party.

The City has agreed to indemnify, defend, and hold harmless the County, its officers, employees, and agents from and against any and all liability arising from or connected with the City's use, maintenance, or ownership of helicopter or other aircraft used in connection with the Agreement. The City shall obtain and maintain aviation liability insurance with a combined single limit of not less than \$20 million per occurrence and shall cause the County, its officers, and employees to be named as additional insured.

The Chief Executive Office's Risk Management Branch has reviewed this Agreement.

County Counsel has approved the attached Agreement as to form.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

None. The Sheriff will provide the requested service with the resources included in the Department's budget. Under the terms of the Agreement, the City will be billed for services rendered at annually adjusted rates established by the County's Auditor-Controller. Revenue generated under these rates fully reimburses the County.

The Honorable Board of Supervisors August 19, 2014 Page 3

CONCLUSION

Upon Board approval, it is requested that the Chairman of the Board return one original executed Agreement to the Department's Contract Law Enforcement Bureau.

Sincerely,

JOHN L. SCOTT

SHERIFF

HELICOPTER PATROL LAW ENFORCEMENT SERVICES AGREEMENT BY AND BETWEEN COUNTY OF LOS ANGELES AND CITY OF LAKEWOOD

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HELICOPTER PATROL LAW ENFORCEMENT SERVICES AGREEMENT BY AND BETWEEN COUNTY OF LOS ANGELES AND CITY OF LAKEWOOD

This Helicopter Patrol Law Enforcement Se	rvices Agreeme	ent (hereinafter referred to	as
"Agreement") is made and entered into this	day of	, 2014 by a	ınd
between the County of Los Angeles (hereinafter	referred to as	"County") and the City	of
Lakewood (hereinafter referred to as "City").			

RECITALS

- A. Whereas, the City is desirous of contracting with the County for the performance of law enforcement services by a sworn observer of the Los Angeles County Sheriff's Department (hereinafter referred to as "Sheriff's Department") for the City's law enforcement helicopter patrol; and
- B. Whereas, the County is agreeable to rendering such law enforcement services on the terms and conditions set forth in this Agreement; and
- C. Whereas, such law enforcement services agreements are authorized and provided for by the provisions of Section 56½ and 56¾ of the County Charter and California Government Code Section 51301.

NOW THEREFORE, in consideration of the mutual covenants contained herein, and for good and valuable consideration, the parties mutually agree as follows:

1.0 SCOPE OF SERVICES

- 1.1 The County, by and through the Sheriff's Department, agrees to provide law enforcement services to the extent and in the manner hereinafter set forth in this Agreement. The County shall provide Sheriff's Department personnel to perform sworn observer duties in a City-owned, maintained, and piloted helicopter that patrols the City and the city of Cerritos.
- 1.2 Except as otherwise specifically set forth in this Agreement, such services shall only encompass duties and functions of the type coming within the jurisdiction of

and customarily rendered by the Sheriff's Department under the County Charter, State of California statutes, and the City municipal codes.

2.0 ADMINISTRATION OF PERSONNEL

- 2.1 The rendition of the services performed by the Sheriff's Department, the standards of performance, the discipline of officers, and other matters incident to the performance of such services and the control of personnel so employed shall remain with the County.
- 2.2 In the event of a dispute between the parties to this Agreement as to the extent of the duties and functions to be rendered hereunder, or the minimum level or manner of performance of such service, the City shall be consulted and a mutual determination thereof shall be made by both the Sheriff's Department and the City.
- 2.3 With regard to Paragraphs 2.1 and 2.2 above, the Sheriff's Department, in an unresolved dispute, shall have final and conclusive determination as between the parties hereto.
- 2.4 All City employees who work in conjunction with the Sheriff's Department pursuant to this Agreement shall remain employees of the City and shall not have any claim or right to employment, civil service protection, salary, or benefits or claims of any kind from the County based on this Agreement. No City employees as such shall become employees of the County unless by specific additional agreement in the form of a merger agreement which must be concurrently adopted by the City and the County.
- 2.5 For the purpose of performing services and functions pursuant to this Agreement and only for the purpose of giving official status to the performance thereof, and not to establish an agency relationship, every County employee engaged in performing any such service and function shall be deemed to be an officer of said City while performing service for said City, which service is within the scope of this Agreement and is a municipal function.
- 2.6 The City shall not be called upon to assume any liability for the direct payment of any Sheriff's Department salaries, wages, or other compensation to any County personnel performing services hereunder for said City. Except as herein

- otherwise specified, the City shall not be liable for compensation or indemnity to any County employee or agent of the County for injury or sickness arising out of his/her performance under this agreement.
- 2.7 As part of its compliance with all applicable laws and regulations relating to employee hiring, the County agrees that the County Civil Service Rules to which it is subject and which prohibit discrimination on the basis of non-merit factors, shall for purposes of this Agreement be read and understood to prohibit discrimination on the basis of sexual orientation.

3.0 DEPLOYMENT OF PERSONNEL

- 3.1 Services performed hereunder and specifically requested by the City shall be developed in conjunction with the Sheriff's Department and indicated on a Los Angeles County Sheriff's Department SH-AD 575 Deployment of Personnel Form, attached hereto as Attachment A and incorporated herein by this reference.
- 3.2 City, or its designated City representative, shall meet with its respective Sheriff's Department Station Captain when requesting helicopter law enforcement services to be performed in the City, and provide direction to the Sheriff's Department Station Captain regarding the method of deployment for such services. The Sheriff's Department shall ensure that all services are delivered in a manner consistent with the priorities, annual performance objectives, and goals established by the City.
- 3.3 A new Attachment A, Los Angeles County Sheriff's Department SH-AD 575 Deployment of Personnel Form, of this Agreement shall be authorized and signed annually by the City and the Sheriff or his designee each July 1, and attached hereto.
- 3.4 Should the City request a change in level of service other than pursuant to the annual July 1 readjustment, a revised Attachment A, Los Angeles County Sheriff's Department SH-AD 575 Deployment of Personnel Form, of this Agreement shall be signed and authorized by the City and the Sheriff or his designee and attached hereto.
- 3.5 The most recent dated and signed Attachment A, Los Angeles County Sheriff's Department SH-AD 575 Deployment of Personnel Form, of this Agreement shall

- be the staffing level in effect between the County and the City.
- 3.6 The County shall provide law enforcement services consisting of a sworn observer in a City-owned, maintained, and piloted helicopter. Ground assistance may be provided, as determined necessary by the Sheriff's Department, to augment the use of the helicopter as a law enforcement vehicle pursuant to and in accordance with the Municipal Law Enforcement Services Agreement then in effect between the County and the City.

4.0 PERFORMANCE OF AGREEMENT

- 4.1 For the purpose of performing said functions, the City shall furnish and supply all helicopters and helicopter pilots necessary to operate said helicopters.
- 4.2 It is understood that the City will procure its helicopter pilots from an independent source, and the qualifications and ability of said pilots shall meet the minimum standards of the Sheriff's Department.
- 4.3 Said helicopters shall remain the property of the City, and the City shall supply all maintenance, fuel, repairs, insurance, and equipment related to the ownership, maintenance, and use of said helicopters for law enforcement services.
- 4.4 The helicopters shall be of a type and in a condition satisfactory to the Sheriff's Department.
- 4.5 It is mutually agreed that in all instances where special supplies, stationery, notices, forms, and the like must be issued in the name of said City, the same shall be supplied by the City at its own cost and expense.

5.0 INDEMNIFICATION

- 5.1 The City agrees to indemnify, defend and hold harmless the County, its officers, employees, and agents from and against any and all liability, expenses, including defense costs and legal fees, and claims for damages of any nature whatsoever, including but not limited to, bodily injury, death, personal injury, or property damage arising from or connected with the City use, maintenance, or ownership of helicopter or other aircraft used in connection with this Agreement.
- 5.2 Without limiting the City's indemnification of the County, the City shall obtain and maintain aviation liability insurance with a combined single limit of not less than \$20,000,000.00 per occurrence and shall cause the County, its officers and

- employees, to be named therein as additional insureds. The City shall provide a copy of the liability insurance policy to the Sheriff's Department's Contract Law Enforcement Bureau.
- 5.3 Without limiting the City's indemnification of the County as stated in Paragraphs 5.1 and 5.2 above, the parties hereto have executed an Assumption of Liability Agreement approved by the Board of Supervisors on December 27, 1977, and/or a Joint Indemnity Agreement approved by the Board of Supervisors on October 8, 1991. Whichever of these documents the City has signed later in time is currently in effect and hereby made a part of and incorporated into this Agreement as if set out in full herein.
- In the event the Board of Supervisors later approves a revised Joint Indemnity Agreement and the City executes the revised agreement, the subsequent agreement as of its effective date shall supersede the agreement previously in effect between the parties hereto.

6.0 TERM OF AGREEMENT

- 6.1 The term of this Agreement shall commence upon execution of this Agreement by the County Board of Supervisors and shall terminate on June 30, 2019, unless sooner terminated or extended as provided for herein.
- 6.2 At the option of the County Board of Supervisors and with the consent of the City Council, this Agreement may be renewed or extended for successive periods not to exceed five (5) years each.

7.0 RIGHT OF TERMINATION

- 7.1 Notwithstanding any provision herein to the contrary, the City or the County may terminate this Agreement upon notice in writing to the given party within sixty (60) calendar days with or without cause, and in such an event this Agreement shall terminate sixty (60) calendar days from the date of the notice.
- 7.2 In the event of a termination, each party shall fully discharge all obligations owed to the other party accruing prior to the date of such termination, and, except as otherwise provided herein, each party shall be released from all obligations which would otherwise accrue subsequent to the date of termination.

8.0 BILLING RATES

- 8.1 The City shall pay the County for the services provided under the terms of this Agreement at the rates set forth on Attachment A, Los Angeles County Sheriff's Department SH-AD 575 Deployment of Personnel Form, of this Agreement, as established by the County Auditor-Controller.
- 8.2 The rates set forth on Attachment A, Los Angeles County Sheriff's Department SH-AD 575 Deployment of Personnel Form, of this Agreement shall be readjusted by the County Auditor-Controller annually effective July 1 of each year, and attached hereto as an Amendment to this Agreement, to reflect the cost of such service in accordance with the policies and procedures for the determination of such rates as adopted by the County Board of Supervisors.
- 8.3 The City shall be billed based on the service level provided within the parameters of Attachment A, Los Angeles County Sheriff's Department SH-AD 575 Deployment of Personnel Form, of this Agreement.

9.0 PAYMENT PROCEDURES

- 9.1 The County, through the Sheriff's Department, shall render to said City within ten (10) calendar days after the close of each calendar month a summarized invoice which covers all services performed during said month, and said City shall pay County for all undisputed amounts within sixty (60) calendar days after date of said invoice.
- 9.2 If such payment is not delivered to the County office which is described on said invoice within sixty (60) calendar days after the date of the invoice, the County is entitled to recover interest thereon. For all disputed amounts, the City shall provide County with written notice of the dispute including the invoice date, amount, and reasons for dispute within ten (10) calendar days after receipt of the invoice. The parties shall memorialize the resolution of the dispute in writing. For any disputed amounts, interest shall accrue if payment is not received within sixty (60) calendar days after the dispute resolution is memorialized.
- 9.3 Interest shall be at the rate of ten percent (10%) per annum or any portion thereof, calculated from the last day of the month in which the services were performed, or in the case of disputed amounts, calculated from the date the resolution is

memorialized.

9.4 Notwithstanding the provisions of California Government Code Section 907, if such payment is not delivered to the County office which is described on said invoice within sixty (60) calendar days after the date of the invoice, or in the case of disputed amounts, from the date the resolution is memorialized, the County may satisfy such indebtedness, including interest thereon, from any funds of the City on deposit with the County without giving further notice to the City of the County's intention to do so.

10.0 NOTICES

- 10.1 Unless otherwise specified herein, all notices or demands required or permitted to be given or made under this Agreement shall be in writing and shall be hand delivered with signed receipt or mailed by first class registered or certified mail, postage prepaid, addressed to the parties at the following addresses and to the attention of the person named. Addresses and persons to be notified may be changed by either party by giving ten (10) calendar days prior written notice thereof to the other party.
- 10.2 Notices to County of Los Angeles shall be addressed as follows:

Los Angeles County Sheriff's Department Contract Law Enforcement Bureau Attn: Unit Commander 4700 Ramona Boulevard Monterey Park, California 91754 Phone #: (323) 526-5737

10.3 Notices to City of shall be addressed as follows:

City of Lakewood Attn: City Manager 5050 Clark Avenue Lakewood, California 90712 Phone #: (562) 866-9771

11.0 AMENDMENTS

All changes, modifications, or amendments to this Agreement must be in the form of a written Amendment duly executed by the County Board of Supervisors and an authorized

representative of the City. Notwithstanding, the Sheriff or his designee is hereby authorized to execute on behalf of the County any Amendments and/or supplemental agreements referenced in Sections 3.0, 8.2, and 9.2 of this Agreement.

12.0 AUTHORIZATION WARRANTY

- 12.1 The City represents and warrants that the person executing this Agreement for the City is an authorized agent who has actual authority to bind the City to each and every term, condition, and obligation of this Agreement and that all requirements of the City have been fulfilled to provide such actual authority.
- 12.2 The County represents and warrants that the person executing this Agreement for the County is an authorized agent who has actual authority to bind the County to each and every term, condition, and obligation of this Agreement and that all requirements of the County have been fulfilled to provide such actual authority.

13.0 ENTIRE AGREEMENT

This Agreement, Attachment A, and any executed Amendments hereto constitute the complete and exclusive statement of understanding of the parties which supersedes all previous agreements, written or oral, and all communications between the parties relating to the subject matter of this Agreement. No change to this Agreement shall be valid unless prepared pursuant to Section 11.0, Amendments, of this Agreement.

HELICOPTER PATROL LAW ENFORCEMENT SERVICES AGREEMENT BY AND BETWEEN COUNTY OF LOS ANGELES AND CITY OF LAKEWOOD

IN WITNESS WHEREOF, the County of Los Angeles, by order of its Board of Supervisors, has caused this Agreement to be executed by the Chairman of said Board and attested by the Executive Officer-Clerk of the Board of Supervisors thereof, and the City has caused this Agreement to be executed on its behalf by its duly authorized representative.

APPROVED AS TO FORM:

JOHN F. KRATTLI County Counsel

Senior Deputy County Counsel

APPROVED AS TO FORM: CITY ATTORNEY

Ву 868

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT



CONTRACT CITY LAW ENFORCEMENT SERVICES Service Level Authorization



CITY: Lakewood

FISCAL YEAR: 2014 - 2015 EFFECTIVE DATE: 7/1/2014

CODE	SERVICES	TOTAL SE	CONTRAC		
#	SERVICES	NEW	PREVIOUS	CHANGE	USE ONL
	DEPUTY SHERIFF SERVICE UNIT				
306	40 Hour	0.0000	4.0000	-4.0000	
307	56 Hour	0.0000	14.6100	-14.6100	
308	70 Hour	0.0000	0.0000	0.0000	
310	Non-Relief	0.0000	7.0000	-7.0000	
	DEPUTY SHERIFF SERVICE UNIT (BONUS LEVEL)	11171			
301	40 Hour	0.0000	0.0000	0.0000	
302	56 Hour	0.0000	0.0000	0.0000	
303	70 Hour	0.0000	0.0000	0.0000	
305	Non-Relief	0.0000	1.0000	-1.0000	
	GROWTH DEPUTY, UNITS (Non-Relief Only)				
335		0.0000	0.0000	0.0000	
336	Deputy Deputy, B-1	0.0000	0.0000	0.0000	
330	Deputy, b-1	0.0000	0.0000	0.0000	
	GRANT UNITS (Non-Relief Only)				
383	Deputy	0.0000	0.0000	0.0000	1111111111111
384	Deputy B-1	0.0000	0.0000	0.0000	
	SUPPLEMENTAL POSITIONS (Non-Relief Only)				
342	Lieutenant	0.0000	0.0000	0.0000	-
353	Sergeant	0.0000	3.0000	-3.0000	
348	Sergeant (Motor)	0.0000	0.0000	0.0000	
305	Motor Deputy	0.0000	0.0000	0.0000	
354	Watch Deputy	0.0000	0.0000	0.0000	1
345	Operations Assistant III	0.0000	0.0000	0.0000	
344	Operations Assistant II	0.0000	0.0000	0.0000	
343	Operations Assistant I	0.0000	0.0000	0.0000	1777
329	Crime Analyst	0.0000	0.0000	0.0000	
347	Security Officer	0.0000	0.0000	0.0000	
331	Custody Assistant	0.0000	0.0000	0.0000	
340	Law Enforcement Technician w/Vehicle	0.0000	0.0000	0.0000	
351	Station Clerk II	0.0000	0.0000	0.0000	
325	Community Service Assistant w/Vehicle	0.0000	0.0000	0.0000	
-	Skynight	0.5000	0.5000	0.0000	
outin	e City Helicopter Billing Agreement (Circle / Bold Selection	on)		YES	NO
	e Detail - Business License & Renewal Applications (Circ		ction)	YES	NO
	e Detail - Acts on Violations Observed within the City (Cir			YES	NO

SH-AD 575 (REV. 4/14)

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HOURS OF SERVICE & ESTIMATED CHARGES

CITY: Lakewood

7/1/2014

SERVICE UNITS	UNIT	TOTAL UNITS PURCHASED	TOTAL ESTIMATED UNIT COST	@4%	TOTAL COST WITH LIABILITY	YEARLY HOURS PER SERVICE UNIT	ANNUAL GOAL (HOURS)	ANNUAL GOAL (MINUTES)	PERSONNEL REQUIRED
DEPUTY SHERIFF SERVICE UNIT					THE PARTY				
40 Hour	\$257.071	0	0.00	0.00	0.00	2086	0	0	0.0000
56 Hour	\$359,900	0	0.00	0.00	0.00	2920	0	0	0.0000
70 Hour	\$449,875	0	0.00	0.00	0.00	3650	0	0	0.0000
Non-Relief	\$233,701	0	0.00	0.00	0.00	1789	0	0	0.0000
DEPUTY SHERIFF SERVICE UNIT (BONUS LEVEL) 40 Hour	\$271,514	0	0.00	0.00	0.00	2086	0	0	0.0000
56 Hour	\$380,120	0	0.00	0.00	0.00	2920	0	0	0.0000
70 Hour	\$475,149	0	0.00	0.00	0.00	3650	0	0	0.0000
Non-Relief	\$246,831	0	0.00	0.00	0.00	1789	0	0	0.0000
GROWTH DEPUTY UNITS (Non-Relief Only) Deputy	\$155,580	0	0.00	0.00	0.00	1789	0	0	0.0000
Deputy 8-1	\$169,055	0	0.00	0.00	0.00	1789	Ő	0	0.0000
GRANT UNITS (Non-Relief Only) Deputy	\$155,580	0	0.00	0.00	0.00	1789	0	0	0.0000
Deputy B-1	\$169,055	0	0.00	0.00	0.00	1789	Ö	0	0.0000
SUPPLEMENTAL POSITIONS (Non-Relief Only) Lieutenant	\$245,669	0	0.00	N/A	0.00	1789	0	o	0.0000
Sergeant	\$204,966	0	0.00	N/A	0.00	1789	0	0	0.0000
Sergeant (Motor)	\$216,239	0	0.00	0.00	0.00	1789	0	0	0.0000
Motor Deputy	\$246,831	0	0.00	0.00	0.00	1789	0	0	0.0000
Watch Deputy	\$167,164	0	0.00	0.00	0.00	1789	0	0	0.0000
Operations Assistant III	\$112,045	0	0.00	N/A	0.00	1789	0	0	0.0000
Operations Assistant II	\$97,842	0	0.00	N/A	0.00	1789	0	0	0.0000
Operations Assistant I	\$78,751	0	0.00	N/A	0.00	1789	0	0	0.0000
Crime Analyst	\$112,225	0	0.00	N/A	0.00	1789	0	. 0	0.0000
Security Officer	\$94,550	0	0.00	0.00	0.00	1789	0	0	0.0000
Custody Assistant	\$91,005	0	0.00	0.00	0.00	1789	0	0	0.0000
Law Enforcement Technician w/Vehicle	\$82,454	0	0.00	0.00	0.00	1789	0	0	0.0000
Station Clerk II	\$72,818	0	0.00	N/A	0.00	1789	0	0	0.0000
Community Service Assistant w/Vehicle	\$54,443	0	0.00	0.00	0.00	1789	0	0	0.0000
Skynight	\$246,831	0.5	123,415.50	N/A	123,415.50	1789	895	53,670	0.5000
Public Safety Equipment (see Page 4)			0.00	N/A	0.00				
ESTIMATED C	OST FOR SE	RVICE UNITS **	\$123,415.50 ABILITY @ 4% = TOTAL ESTIMA	\$0.00 TED COST	\$123,415.50		HOURS	MINUTES	PERSONNEL
						DEPUTY DEPUTY, B-1 LT/SERGEANT CSA	0	0 0 0	0.0000 0.0000 0.0000 0.0000
SH-AD 575 (REV. 4/14)						CIVILIAN	0	0	0.0000

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

CONTRACT CITY LAW ENFORCEMENT SERVICES

DEPLOYMENT SURVEY

City: Lakewood

EFFECTIVE DATE: 7/1/2014

	TOTAL	DEPLOYMENT									TOTAL	
SERVICE UNIT	UNITS	GENERAL LAW TRAFFIC LAW				W	MOTOR	SPECIAL		TEAM	UNITS	
	PURCHASED	EM	DAY	PM	EM	DAY	PM	DEP	ASSIGN	D.B.	LEADER	ASSIGNED
DEPUTY, GENERALIST												
40 Hour	0					T						0
56 Hour	0					T						0
70 Hour	0	11.1.1										0
Non-Relief	0	7 (0)										0
Motor	0											0
DEPUTY, BONUS I									311			
40 Hour	0											0
56 Hour	0											0
70 Hour	0	*****										0
Non-Relief	0											0
GROWTH DEPUTY												
Deputy	0											0
B-1	0											0
ODANI DEDUTY								1				
GRANT DEPUTY	0					ļ				NET		0
Deputy	0		1			ME-LV						
B-1	0											0
REPORT PREPARED BY:									DATE:			
APPROVED BY:									DATE:			
ATTOVED DT.	The state of the s	UNIT	COMMANDE	R					DATE.			
CITY APPROVAL BY:	CITY OFFICIAL "I	certify tha	it I am autho	rized to mal	ke this com	mitment on	behalf of	the City"	DATE:			
PROCESSED AT CLEB BY:									DATE:			
THE LINE MEMO RECURRED AND SHIP	MITTED.				YES	NO	1					
BILLING MEMO REQUIRED AND SUB PERSONNEL TRANSACTION REQU		AND SUBMI	TTED:									
DRGANIZATIONAL CHART REQUIRE		JODIVII										
DUTY STATEMENT REQUIRED AND										SH-AD	575 (REV. 4/	14)
MINUTE PROGRAM IN RAPS UPDAT	ED:											